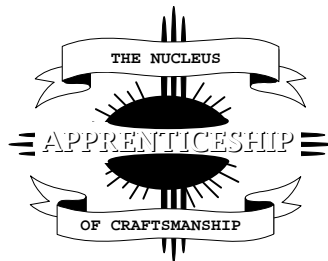




**STANDARDS OF APPRENTICESHIP
adopted by**

**OREGON AND SOUTHWEST WASHINGTON GLAZIERS, ARCHITECTURAL
METAL AND GLASSWORKERS JATC**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
RESIDENTIAL GLAZIER	865.381-010		6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 16, 1987

Initial Approval

By: LAWRENCE CROW
Chairman of Council

JULY 16, 2004

Addendum Amended

By: PATRICK WOODS
Secretary of Council

JANUARY 19, 2001

Committee Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS AND PROBLEMS:

The following Standards for the development of glazier and glassworker apprentices have been prepared by representatives of the Glaziers and Glassworkers, local No. 740, and employers of glaziers and glassworkers, representative of the industry. When approved by and registered with the Washington State Apprenticeship Council, these standards will govern the training of apprentices in this Industry.

1. **GEOGRAPHICAL AREA COVERED:**

The area covered by these Standards shall be all of Clark, Skamania, Klickitat, Wahkiakum, and Cowlitz Counties in the state of Washington.

2. **MINIMUM QUALIFICATIONS:**

Applicants shall meet the following minimum qualifications:

Age:	18 years of age.
Education:	High School graduate or GED equivalent and must submit copies of the appropriate diploma/certificate.
Physical:	Must be physically fit to perform the duties of the trade.
Testing:	N/A
Other:	N/A

3. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

A. **Selection Procedures:**

Exempt per WAC 296-04-330 (8).

B. **Affirmative Action Plan**

Exempt per WAC 296-04-330 (8).

4. **TERM OF APPRENTICESHIP:**

Residential Glazier:

The term of apprenticeship shall be 6000 hours of reasonably continuous employment divided into six (6) pay periods of 1000 hours duration including probationary period and the required hours of related instruction.

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5. **PROBATIONARY PERIOD:**

The first 1,000 hours of employment after signing the apprenticeship agreement shall be a probationary period. During this period of apprenticeship, registration may be canceled by either party without the formality of a hearing. The Washington State Apprenticeship and Training Council shall be notified of such cancellations.

6. **RATIO OF APPRENTICES TO JOURNEYMEN:**

The number of apprentices shall not exceed a ratio of one (1) apprentice to the first three (3) fully trained journey-level workers in full employment on the job in order to assure adequate training and supervision. Additional apprentices are authorized at the rate of one (1) to three (3) fully trained journey-level workers. Every individual employer who employs one (1) or more journey-level workers steadily may employ one (1) apprentice: a second (2nd) apprentice shall not be employed until six (6) journey-level workers are steadily employed.

This ratio will be reviewed periodically and may be changed by action of the Apprenticeship Committee, subject to review by the Washington State Apprenticeship and Training Council.

7. **WAGE PROGRESSION:**

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270 (2)(c):

Residential Glazier:

1st 1000 hour period	40% of specified journey-level workers wage
2nd 1000 hour period	60% of specified journey-level workers wage
3rd 1000 hour period	70% of specified journey-level workers wage
4th 1000 hour period	80% of specified journey-level workers wage
5th 1000 hour period	90% of specified journey-level workers wage
6th 1000 hour period	95% of specified journey-level workers wage

In no event shall the specified journey-level workers wage from which the apprentice's percentages are computed be less than eighty (80) percent of the established prevailing basic wage.

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8. **WORK PROCESSES:**

A. **Residential Glazier:** DOT 865.381-010

The apprentice shall receive such instruction and experience in all branches of the trade as may be available, including the preparation of materials for installation, as is necessary to develop a practical and skilled mechanic who is versed in the theory and practice of this trade. The apprentice shall perform such duties as are commonly related to a glazier apprenticeship. Safe working practices shall be a prime consideration in every work operation.

The following schedule of work experience of the trade is submitted as a guide and will be followed as closely as trade conditions will permit, subject to Apprenticeship Committee ruling.

The following work schedule is to be considered as a guide and is not to be regarded as either maximums or minimums of work experience:

	<u>HOURS</u>
1. General knowledge of material and tools	800
2. Cutting and handling glass.....	800
3. Hackouts and running putty	300
4. Metal sash	600
5. Replace auto glass.....	1375
6. Mirrors, shower doors, tub enclosures.....	400
7. Plate, sheet and insulating glass setting.....	800
8. Cut and finish safety glass	550
9. Specialty glass (edgework, holes, fingerpulls, safety glass).....	125
10. Layout - wall of mirrors, etc	125
11. Sealants - metal or glass.....	125

TOTAL HOURS: 6000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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9. RELATED SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade, as approved by the State Board for Community and Technical Colleges for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - (X) A combination of home study and approved correspondence courses
 - () Technical College
 - (X) Community college
 - (X) Training trust
 - () Other (specify)
- C. Hours 144 minimum
- D. Satisfactory progress must be maintained in related training classes.
(See Section 10, Administrative/Disciplinary Procedures.)

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. Administrative.
 - 1. Apprentices must immediately notify the apprenticeship office and school instructor of any home address or phone number changes.
 - 2. An apprentice may be required to pass a drug and alcohol test.
 - 3. An apprentice must have a valid driver's license and a good driving record.
 - 4. If, for any reason, an apprentice is cited to appear before the JATC and fails to appear as designated, he/she may be recommended for cancellation of his/her Agreement.
 - 5. All apprentices are registered to the JATC. It is the intent of the Apprenticeship Committee to provide insofar as possible, continuous

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employment for all apprentices. This may necessitate the rotation of apprentices from one employer to another.

6. An apprentice will not be permitted to work for any person or firm other than his/her first individual employer except by permission of the JATC. The JATC may rotate an employee into different shops if he is not, in the opinion of the JATC, receiving a well-rounded training in the shop of just one individual employer.
7. A glass firm hiring and registering an apprentice and discharging him without just cause or prior notification to the JATC will not be entitled to another apprentice until such time as the discharged apprentice would have completed his/her full term of apprenticeship. Any appeals are subject to JATC review.
8. The apprentice will work the same hours as the journey-level workers and shall work under the supervision of a journey-level worker.

B. Related/Supplemental Instruction, RSI.

1. Smoking is not permitted in the classroom or the building.
2. Use of or being under the influence of alcohol or drugs in class is strictly prohibited and is subject to review by the JATC.
3. Related training classes will be scheduled by the JATC. Such scheduled classes may be changed by the JATC to facilitate the related training process. Students will attend on those days set aside for their class.
4. Students must be properly registered and pay tuition fees on or before the first night of school or they will not be admitted to class.
5. Apprentices must attend at least ten (10) out of twelve (12) nights of the class sessions to obtain a grade. All apprentices not receiving a grade must repeat the term.
6. Apprentices who have been laid off from on-the-job training will continue to attend class and must also register with the Union for placement on the out-of-work list for re-employment. Unemployed apprentices shall be provided the opportunity for re-employment prior to registration of new apprentices.
7. During the first three (3) years of apprenticeship training, each apprentice must attend a First Aid Training Course and receive a Certificate.

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8. In addition to the scheduled related training, each apprentice must complete seventy-five (75) hours or three (3) credit hours of welding at a class/course approved by the JATC.
 - a. Apprentices will be held at the 85% rate if they have not registered for a welding class.
 - b. Apprentices will be held at the 90% rate if they have not completed the welding class requirement.

C. Absences.

1. The JATC may require verification for absences or tardiness due to work-related causes or personal injury or illness.
2. All absences require a written excuse on 8 ½" x 11" sheet of paper with company letterhead with a duplicate for the school instructor's record explaining the reason for non-attendance.
3. The following action will be taken for one or more absences from related training classes:
 - a. First absence in any one term: The apprentice will make up the assignment and/or be cited to appear before the JATC.
 - b. Second absence in any one term: The apprentice will be cited to appear before the JATC where a thirty (30) to sixty (60) day probation period can be exercised.
 - c. Third absence in any one term: The apprentice will be cited to appear before the JATC to show cause why his/her apprenticeship should not be recommended for cancellation or an incomplete grade for that term will be given. This will automatically require that term to be repeated and the apprentice to be held at the present percent of pay until the term is successfully completed.

D. Monthly Progress Reports, MPRs.

1. Monthly Progress Reports are required on all apprentices even when the apprentice is unemployed.
2. Apprentices must sign all Progress Reports. We will not accept any Progress Report that is not signed by all parties or does not have the evaluation completed. Evaluations must be filled out and signed by the apprentice's employer. If not properly signed or completed, it will be returned to the apprentice. These are to be signed by the Training Coordinator and/or your Instructor.
3. Mail all monthly progress reports to the coordinator. Monthly Progress Reports are due on the 10th of the following month. For example, the report for September is due by October 10th. If the 10th of the month falls

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on a Saturday or Sunday, the Progress Report must be in by the following Monday.

4. Late Reports. Apprentices who submit:
 - a. One late progress report will be cited to appear before the Committee and will be held in rate for 6 months at the next scheduled re-rate period.
 - b. Two late progress reports will be cited to appear before the JATC and will be held in rate an additional six (6) months at the next scheduled re-rate period.
 - c. Three late progress reports during the term of apprenticeship training may be canceled from the Program.

11. **COMPOSITION OF COMMITTEE AND ALTERNATES:**

The Apprenticeship Committee shall be composed of three (4) members representing Management and three (4) members representing labor. A quorum will consist of 2 Employer and 2 Employee Representatives.

The Employer Representative shall be:

Lewis Montgomery, Chairman
2306 NE 160th Loop
Vancouver, WA 98684

Mitch Vogt
9730 SW Hillman Court Suite 640
Wilsonville, OR 97070

Martin Vasquez
5555 SW 160
Aloha, OR 97007

Chris Haskins
1384 NE Cornell Road
Hillsboro, OR 97122

The Employee Representatives Shall Be:

Ben D. Johnson, Secretary
11105 NE Sandy Blvd.
Portland, OR 97220

Wayne Dettwyler
15700 South Pierce Road
Molalla, OR 97038

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Bill Shelly
711 NE 111 Avenue
Portland, OR 97220

Le Roy Everson
2905 SE Palmquist Road, Sp #2
Gresham, OR 97080

Otto Ehlers (Alternate)
11105 NE Sandy Blvd.
Portland, OR 97220

12. SUBCOMMITTEE: None

13. TRAINING DIRECTOR/COORDINATOR:

Ben Johnson
11105 NE Sandy Blvd.
Portland, OR 97220